# HOW TO WRITE A CURRICULUM VITAE (CV)

## *What is a Curriculum Vitae/CV?*

A **curriculum vitae** or **CV** is similar to a resume in that it provides an overview of your professional and educational experience. The difference between the two primarily lies in content and purpose. A CV is typically developed for application for teaching or research positions in a university or research setting. A resume (two pages maximum) is prepared for employers outside the academic environment.

## *Content*

The CV should begin with **name**, **contact information** (including email), and **education**.

The **education** category should include the name of the colleges or universities attended, city and state of each, degrees earned, area(s) of study, and graduation dates. Degrees should be listed in reverse chronological order, with the most recent listed first. List the title of each thesis/dissertation, as well as the primary advisor.

Beyond this basic information, category headings used within CVs may vary widely. However, there are certain major areas that require mention, regardless of specific headings used. These are:

- Teaching
- Research
- Service

**Teaching:** List all teaching fellowships, assistantships, or any other experiences working with students in a classroom/laboratory setting. You may also choose to list teaching interests or similar categories.

**Research:** Include all relevant research experience in your area of specialization. You may choose to list publications, conference presentations and any other evidence of scholarly work in this section.

**Service:** Include service to the university or community. You may also include professional associations, volunteer work, committee membership, etc. in this section.

## *Format*

As mentioned above, it is important to incorporate evidence of teaching, research, and service in your CV, but choice of category headings to cover these areas is purely subjective. Most CVs include a sampling of the category headings listed below. Choose category headings that emphasize your particular strengths and achievements.

Also, depending on the position to which you are applying, it may make more sense to rearrange categories. For instance, if you are applying for a college teaching position where teaching is the focus, it is recommended to focus on that general area early in the CV. If research is the primary focus of the institution to which you are applying, listing research-related categories near the beginning of the CV will be most effective.

## *References*

Be sure to end your CV with a short list of references, if possible. Supply the name, address, telephone/fax number and email address of 3 -6 individuals who can comment on your ability to succeed in the position for which you are applying.

Choose your references wisely, i.e., persons who know you and your work well, and think about choosing people with high external visibility. Be sure to ask their permission before submitting their names.

Whenever you provide reference information to an institution, advise your referees that they may be getting contacted. Keep them up-to-date on your professional activities and provide them with a copy of your CV.

## *Final Tips*

- Length:
  2 to 4 pages for a new professional
  4 to 7 pages for a person with more experience
  10 pages maximum

- Omit reference to marital status, children, health, spouse's work, religious affiliation, and date of birth.

- Do not include headings such as "Curriculum Vitae", "Personal Information", or "Name".

- Use action verbs to begin every job description.

- Add a header with name and page number to each page after the first.

- Be sure to have a counselor at the Office of Postdoctoral Services critique your CV when you have completed your draft.

## Sample Category Headings

Education
Educational Background
Professional Studies
Academic Background
Academic Training
Degrees
Dissertation
Comprehensive Areas
Master's Project
Thesis

Professional Competencies
Course Highlights
Educational Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Concentration in Graduate Study
Graduate Fieldwork
Graduate Practica
Specialized Training
Internships
Teaching Assistantships
Research Assistantships

Teaching Interests
Academic Interests
Research Interests
Educational Interests
Postdoctoral Experience
Professional Interests
Professional Experience
Professional Overview
Professional Background
Academic Appointments
Teaching Experience
Teaching Overview
Experience Summary
Professional Summary
Experience Highlights
Related Professional Experience
Research Appointments
Research Experience

Academic Accomplishments
Professional Achievements
Career Achievements
Career Highlights

Background
Research Overview
Administrative Experience
Consulting Experience
Related Experiences
Academic Service
Advising
Professional Service
Professional Development
University Involvement
Service
Outreach
Leadership
Major Committees
Committee Leadership
Departmental Leadership
Professional Association
Advisory Boards
University Assignments
Advisory Committees
National Boards
Conferences Attended
Conference Participation
Conference Presentations
Conference Leadership
Workshop Presentations
Convention Addresses
Invited Addresses
Invited Lectures
Lectures and Colloquia
Scholarly Presentations
Programs and Workshops
Professional Activities
Presentations and Publications
Abstracts
Publications
Scholarly Publications
Scholarly Works
Bibliography
Books
Chapters
Editorial Boards
Professional Papers
Technical Papers
Refereed Journal Articles
Editorial Appointments
Articles/Monographs
Reviews
Book Reviews
Multimedia Materials
Selected Presentations
Research Awards

Research Grants
Funded Projects
Grants and Contracts
Patents
Exhibits/Exhibitions
Arrangements/Scores
Performances
Recitals

Scholarships
Fellowships
Academic Awards
Honors
Distinctions
Activities and Distinctions
Honors and Awards
Professional Recognition
Prizes
College Activities
Awards
Affiliations
Memberships
Professional Memberships
Memberships in Scholarly Societies
Professional Organizations
Honorary Societies
Professional Societies
Professional Certification
Certification
Licensure
Endorsements
Special Training

Foreign Study
Study Abroad
Travel Abroad
International Projects
Languages
Language Competencies

# Alexander Spirko

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## Education

University of North Carolina at Chapel Hill
**Ph.D., Biochemistry and Biophysics**, May 2000
Dissertation title: Title, Advisor: Dr. Name

University of Maryland Baltimore County, Baltimore, MD
**Bachelor of Science, Biological Sciences**, June 1991
Dean's Award: 4 semesters

## Research Experience

**University of North Carolina, Department of Pharmacology**, Chapel Hill, NC.

Postdoctoral Fellow (with Dr. Drew), June 2000 – present.

Train graduate students, technicians, and undergraduate students in various technical aspects of protein biochemistry. Use Isothermal Titration Calorimetry and Fluorescence Spectroscopy to characterize the interaction of purified recombinant calcium and integrin binding protein (CIB) with various integrin αIIb cytoplasmic domain peptides. Obtain diffraction data of CIB crystals using Raxis II generator.

Research Associate, July 1995 – May 2000.

Subcloned, expressed and purified recombinant CIB to homogeneity. Characterized purified CIB for crystallographic trials. Determined optimal growth conditions that yielded diffraction quality crystals. Identified the translocation of platelet CIB to the actin cytoskeleton following challenge with various agonists. Immunologically identified H-ras expression in human platelets. Investigated the effects of various agonists and signaling inhibitors on Ras activation.

Research Technician, July 1993 – June 1995.

Investigated the mechanism of sickle reticulocyte adhesion to the extracellular matrix protein thrombospondin using a parallel plate laminar flow adhesion assay. Performed iodinated binding assays to compare and contrast the ligand binding properties of the purified integrins αIIbβ3 and αvβ3. Utilized protein purification techniques to isolate and purify various proteins used in adhesion and binding assays.

**National Institute on Aging, Gerontology Research Center, Endocrine Section/Diabetes Unit**, Baltimore, MD.

Biologist, October 1991 – June 1993.

Conducted kinetic studies on the phosphorylation/dephosphorylation of the insulin receptor using cultured Chinese Hamster Ovary cells overexpressing the human insulin receptor (CHO/HIRc). Utilized protein crosslinkers to isolate the putative insulin receptor specific tyrosine phosphatase from cultured CHO/HIRc cells. Performed semi – quantitative immunoblotting to determine the composition of $G_\alpha$ and $G_\beta$ subunits in rat liver and pituitary membranes prepared from young (6 months) and old (22 months) Wistar rats.

**National Institute on Aging, Gerontology Research Center, Endocrine Section**, Baltimore, MD.
Biological Aide, January 1991 – October 1991.
Investigated the signal transduction mechanism responsible for the secretion of LH and FSH in cultured pituitary cells. Utilized HPLC to study changes in inositol polyphosphate levels in young and old rat pituitary cells. Investigated the composition of G-protein subunits in rat pituitary cell membranes.

**Crop Genetics International, Department of Pathology**, Hanover, MD.
Research Intern, May 1989 – October 1989.
Used microbiological techniques to assay bacterial populations present in corn.

## Technical Expertise

**Protein Purification**: Proficient operating a Pharmacia FPLC equipped with one MV-7, two MV-8 valves, absorbance and conductivity meters. Working knowledge of various chromatographies, including: Anion Exchange (Mono Q), Cation Exchange (Mono S), Gel Filtration (Superdex 75, S-300, S-200), Chromatofocusing, Affinity resins (glutathione, Ni2+, protein G, gelatin, heparin), Reverse phase (μRPC), Lectin affinity (concanavlin A, wheat germ agglutinin), and Hydrophobic Interaction Chromatography (phenol sepharose). Skilled at column packing and preparation of protein affinity columns using NHS based coupling chemistry. Experience with protein precipitations including ammonium sulfate, TCA, and organic.

**Biochemistry/Protein Analysis:** Electrophoresis skills including: SDS-PAGE, 2-D electrophoresis (IEF/SDS-PAGE, Nonreducing/Reducing), Native PAGE, Slab and Isoelectric focusing. Skilled in immunoblotting, immunoprecipitations, and protein modifications (iodination, biotinylation, dansylation). Experience performing phosphoamino acid analysis, phosphopeptide mapping, and proteolytic digestions. Adept at operation of a SLM Aminco 8100 fluorimeter and Omega Microcal calorimeter.

**Molecular Biology**: Working knowledge of molecular techniques including: primer design, PCR, agarose electrophoresis, DNA plasmid purification (mini/midipreps), ligations, restriction digests, bacterial protein expression (GST fusion, His6x fusion), and transformations.

**X-ray Crystallography**: Working knowledge of crystal growing methods, including: hanging/sitting drops, sandwich box, grid screens, sparse matrix screens, detergent screens, microseeding, macroseeding, streak seeding, and cryocrystallography. Experience using cryoloops, tongs, and goniometer heads to mount crystals for diffraction.

**Computer Experience**: Proficiency using: Microcal Origin for ITC, Microsoft Excel, Microsoft Word, Sigmaplot, Canvas, and Windows 95/98. Experience with Denzo, Unix, FTP, and vi editor.

## Teaching Experience

**University of North Carolina at Chapel Hill**
Teaching Assistant, Department of Biochemistry and Biophysics, 1998-2000
Introduction to Biochemistry (2 semesters)
Biochemistry for Dental Students (1 semester)
Enzyme Properties, Mechanisms, and Regulation (2 semesters)

**Publications**

**Alexander Spirko**, George Jetson, Britney Spears, John Goodman, and Leslie Stahl: Sample Article 1. *Biochemical Journal (1999)*.

**Alexander Spirko**, Leia Skywalker, June Cleaver and Lawrence Welk: Sample Article 2. *Biochemical Journal (1997).*

Pat Sajack**, Alexander Spirko**, Richie Cunningham, Eugene O'Neill, and Johnny Tremain: Sample Article 3. *Blood (1996).*

**Alexander Spirko**, Anne Robinson, and Chelsea Clinton: Sample Article 4. *Journal of Tissue Culture Methods (1994).*

**Honors/ Awards**

Postdoctoral Fellowship, UNC-Chapel Hill, 2000-present
Dissertation Fellowship, UNC-Chapel Hill Graduate School, 12/99
Smith Graduate Research Fund Grant, 10/98
Thorne Fellowship, UNC-Chapel Hill, 4/98

**University Service**

**Teaching Committee, UNC Biochemistry and Biophysics Department**, Fall 1999
Revised selection, training, supervision and evaluation of teaching assistants. Developed new departmental guidelines and procedures, a TA handbook, and departmental evaluation forms. Facilitated in-service training for TAs.

**Advisory Committee, UNC Center for Teaching and Learning**, Spring 1998
Explored ways of expanding the training and mentoring of graduate teaching assistants and the possibility of developing a college-teaching certification program.

**Student Representative,** Southeast Chapter of the American Crystallographic Association, 4/96 to 4/98

**References**

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